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12 July 1985

**Director of Central Intelligence
Security Committee**

Security Awareness and Education Subcommittee(SAES)

MEMORANDUM FOR MEMBERS

SUBJECT: SAES Meeting Minutes, 20 June 1985

1. Subject minutes are forwarded for your review. Please be prepared to discuss, if necessary, any recommendations/corrections to these minutes at our meeting on 25 July.
2. Please note that the task groups for the Security Educators' Seminar and the Hirsch Memorandum will meet on 18 July in preparation for substantive reports on efforts in these matters at the next SC meeting.

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Chairman, SAES

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ACTION OFFICER _____

DIVISION CHIEF _____

DIRECTOR _____ ~~CONFIDENTIAL~~

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8 July 1985

Security Committee

Security Awareness and Education Subcommittee (SAES)

Meeting 20 June 1985

PRESENT:

[redacted]

Ms. Claudia Smith

[redacted]

Mr. Bob McMenamin

Ms. Peg Fiehtner

Mr. Bernie Lang

Mr. John Miller

2nd Lt Corinne Blank

ARMY

NSA

ARMY

CIA

DIA

TREASURY

NAVY

FBI

DSI

USAF

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OLD BUSINESS:

1. [redacted] began the meeting by announcing that the CIA has been designated as the Executive Agent to oversee production of the unauthorized disclosure videotape.

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2. The minutes from the 20 June 1985 meeting were read and approved without comment.

3. [redacted] announced that a new SECOM advisor has not been assigned to the Subcommittee to date.

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NEW BUSINESS:

1. [redacted] reported that in late-May 1985 he gave a presentation on the unauthorized disclosure film to the SECOM Unauthorized Disclosure Investigations Subcommittee (UDIS). The UDIS Chairman, [redacted] was receptive to the presentation and advised [redacted] that the SAES unauthorized disclosure film would not conflict with policy set by UDIS.

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[redacted] advised that since a SECOM advisor is not presently assigned to SAES, he has decided to defer any unauthorized disclosure task group meetings until he meets with [redacted]. Additional discussion centered on whether the videotape should be classified. [redacted] suggested that the tape could focus on sanitized versions of actual cases so that the tape would be classified at no more than the SECRET level. [redacted] advised that unauthor-

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ized disclosure cases are rarely, if ever, publicized or prosecuted by the U.S. Intelligence Community. [] mentioned that SECOM members are unwilling to remove special handling caveats from actual cases that would be effective in the tape. John Miller and [] proposed that one way to work around this problem would be to use fictionalized case scenarios to avoid revealing sources and methods. If SECOM members would be willing to remove the special handling caveats, then the tape could be classified at no more than the SECRET level.

2. [] stressed the need for each Agency and organization to appoint an alternate SAES member to maintain continuity on the Subcommittee. A few SAES members have not participated in either Subcommittee meetings or activities over the past several months, and [] will meet with [] to discuss this matter.

3. Bernie Lang reported on the progress of the Security Education Seminar task group. Each Agency and organization on the Subcommittee will be allocated three billets for the 1985 Seminar. The facilities at the FBI Academy will be able to accomodate approximately 50 participants (39 Agency attendees plus the SAES members). Bernie feels that each SAES member should become involved in the selection process, to ensure that people "who need, and not just want to attend", are selected. Peg Fiehtner mentioned that Joan Cassidy, a speaker at the 1984 Seminar, has offered to appear gratis during the 1985 Seminar. [] advised that two other speakers at the 1984 Seminar, S/A Dave Major and Mr. Claude Watkins, have also expressed an interest in the 1985 Seminar. [] suggested that the task group establish milestones in preparing for the Seminar.

4. [] advised that copies of the Security Awareness Handbook: People and Products, have been distributed to SAES members. He recommended that requests for products listed in the booklet should come through each organization's SAES member. This will streamline the process of requesting and securing materials.

5. Discussion centered on the memorandums prepared by both [] and [] task group dealing with proposed revisions to the Minimum Standards for Security Awareness Programs. [] mentioned that revisions to the Minimum Standards must be acceptable to the SAES and the U.S. Intelligence Community. He mentioned that "if we are too definitive" in the wording of the revisions "we cut off all latitude for our Agencies". The SAES members approved revisions to the Minimum Standards and a final

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proposal will be prepared for the SECOM Chairman.

6. The Subcommittee adjourned at 12:00 hours.

7. The next Subcommittee meeting will be held on 25 July 1985 at 10:00. The conference room will be provided at the reception/badge desk.



NSA Member
SAES

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